

**CITY OF BRYAN
JOB DESCRIPTION – 3954**

Working title: NETWORK & TELECOMMUNICATIONS SPECIALIST

Career Ladder: TECHNICAL PROFESSIONAL **Level:** 330

Division: INFORMATION TECHNOLOGY **Department:** BRYAN TEXAS UTILITIES

SUMMARY AND PRIMARY FUNCTION

To provide support and maintain the BTU network and telecommunications infrastructure and additionally assist in advancing BTU's vision, mission, and goals in a dynamic technology environment.

PRIMARY DUTIES

Maintain and support the existing BTU network and telecommunications system.
Install cable and cross connects for telephone upgrades and relocations.
Maintain the Interactive Voice Response System and the video teleconference center equipment.
Manage BTU telephone directory and long distance dialing codes.
Provide end-user support for network communications.
Participate in the activities of the Strategic Planning section in IT division.
Assist management and divisions in evaluating technological alternatives and solutions to meet overall BTU goals.
Monitor the IT help desk to provide timely response to users for IT support throughout BTU.
Provide support and assistance to the divisions in assessing the resource requirements for technology initiatives.
Develop and implement an overall e-Commerce/e-Government strategy for BTU.
Manage the coordination of e-Commerce initiatives with other IT units, including initiatives relating to customer relations and business-to-business applications.
Monitor e-Commerce emerging technology. Monitor effectiveness and efficiency improvement provided by e-Commerce applications.
Maintain the Supervisory Control and Data Acquisition (SCADA) system and the Qualified Scheduling Entity (QSE)/Electric Reliability Council of Texas (ERCOT) communication.

EDUCATION/EXPERIENCE

MA/MS in engineering, computer science or other physical science plus 2-4 years directly related experience or BA/BS plus 4-6 years directly related experience.
Various combinations of education and commensurate computer-related experience will be considered; minimum 4 years experience as a technology professional preferred.
Experience in e-Commerce desired.
Related telephony experience desired.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to successfully work independently or as part of a team.
Microsoft Office XP
Windows XP, 2000, and 2003 (Workstation and Server versions)
Networking with manageable switches, hubs, routers & Firewalls
Installation of network cabling and related hardware (punch blocks, racks, etc.)
TCP/IP (including DHCP, WINS, DNS, and subnets)
PC hardware troubleshooting
PBX (Executone), Fiber, Data and special circuits
Voice Over IP (VOIP)
Excellent oral and written communication skills; excellent organizational skills.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Computers, calculator, telephone, fax copier and automobile.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.